



## CITY OF SAN JOSE

### BUILDING DIVISION POLICY

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#### **Policy on Annual Sub-Trade Permits**

**Policy No. SJMC 24.02.500-1-94**

**Effective: November 1, 1993**

**Revised: February 10, 1996**

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This annual permit shall be applicable to Plumbing, Mechanical, and Electrical trades only.

Annual maintenance permits shall be issued under the following conditions:

1. Any work requiring a building permit shall not be covered under this annual permit. A separate sub-trade permit shall be applied for in these cases. Work that is covered under this permit is limited to minor installation and maintenance of existing facilities
2. All work under annual permit shall be done by the company's employees. Said workman shall be a full time employee and be a journeyman in the appropriate trade of work being accomplished.
3. All work that is permanently concealed shall be inspected by the City before concealment. This inspection shall be arranged by the company prior to the concealment or covering of the work.
4. An accurate record of all construction work shall be kept for review by the City of San Jose Building Division.
5. Inspections shall be scheduled by the company on a quarterly basis to review all work accomplished during that time period. Furthermore, it is understood that a company which has been granted an annual permit shall make arrangements at the discretion of the City of San Jose for inspection of any work performed during the year.
6. Any work not conforming to applicable codes shall be corrected by the company and recalled for inspection and approval.

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